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## Faculty Senate Agenda, February 6, 2017

Utah State University

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## **FACULTY SENATE AGENDA**

February 6, 2017

3:00 – 4:30 p.m.

Merrill-Cazier Library, Room 154

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### **Agenda**

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- 3:00 Call to Order** ..... Vince Wickwar  
Approval of Minutes January 9, 2017 - [link](#)
- 3:05 University Business** ..... Noelle Cockett, President  
Larry Smith, Interim Provost
- 3:20 Information Item**  
1. Retirement Presentation-Joan Kleinke..... Vince Wickwar  
2. Duo Two-Step Login..... Eric Hawley  
3. Update on Faculty Senate Committee Numbers Code ..... Vince Wickwar
- 3:35 Reports**  
1. Budget and Faculty Welfare Committee Report - [link](#) ..... Diane Calloway-Graham  
2. EPC January Report - [link](#) ..... Vijay Kannan
- 3:50 New Business**  
1. Annual Review of Faculty 405.12.1 - [link](#) ..... Ronda Callister
- 4:00 Adjourn**



**USU FACULTY SENATE  
MINUTES  
January 9, 2017  
Merrill-Cazier Library, Room 154**

**Call to Order**

Kimberly Lott called the meeting to order at 3:00 pm.  
Minutes from the December 5, 2016 meeting approved.

**University Business** - Noelle Cockett, President - Larry Smith, Interim Provost

Larry Smith was introduced as the Interim Provost. USU submitted 19 proposals to the Board of Trustees on January 6. The Trustees were provided with information on much work and dedication is put into the R401 Program Proposal work.

President Cockett is starting the second week as President and is enjoying it so far but staying really busy. It is great to have everyone back on campus and be able to walk through classrooms and see all the students. USU is doing really well with enrollment numbers. The legislative session will begin in January. The institution is sticking with USHE in areas of Growth and Market Demand. Future salary compensation will be across all public education and not divided between secondary and higher education. President Albrecht was a master at acquiring funds for building projects. He helped set the university up for funding for this year for building initiatives. USU is not looking at too much special treatment from the legislature.

Sexual Assault Task Force – President Cockett will remain as the lead and will be working with each of the groups here on campus, as well as working with other groups outside of USU. Really good moment in that we are all talking about sexual assault. This is not just happening on the campus it is happening everywhere in society. Currently working with CAPSA and they will utilize the consent campaign that the university is using. Community approach and dialogue will continue to happen more and more. Rolling out a bystander intervention program focused on students and how they have the conversations and what they should do. Discussing a Campus Climate Survey regarding sexual assault which would include only students, not faculty or staff. Student survey will be first and then another survey for faculty will be done at a later date.

**Reports**

**EPC Items (December) - Edward Reeve**

Ed Reeve was introduced as the Interim Vice Provost and he will be reporting monthly on the Educational Policies Committee. Ed reiterated how USHE reviews the R401 proposals.

Three R401 program proposals were submitted and approved.

Depth requirement for Teacher Education majors have been temporarily suspended. Request from TEAL was to suspend the depth requirement while they rework the curriculum. Change due to state system and accreditors.

*Motion to approve the EPC report made by Becky Blais. Seconded by Chris Luecke.*

### **Council on Teacher Education Annual Report – Kimberly Lott**

The report is divided into three different sections. First part discusses Program Changes; second is Policy Changes and third is Student Profile. Two new members have been added to the CTE council. One is a principal and the other is a public school teacher. Accrediting wants to see more of a connection between the university and public schools. Utilizing new student teaching evaluation form adopted based on Utah's Teaching Effectiveness Standards. Increase the number of students admitted into initial teacher education programs is at 10.6% and there has been a 4.35% increase in post graduate licensing and endorsement programs.

Given the teaching shortage in the state and the placement rate do most students want to stay in Cache Valley and not go anywhere else? Need to look at the context of the teacher shortage as things like location and specialties may make a difference.

*Motion to approve the Council on Teacher Education Annual Report made by Mike Lyons.*

*Seconded by Ronda Callister. Report approved.*

### **Scholarship Advisory Board Annual Report – Susan Barrus**

The Admissions Scholarship is the only scholarship that extends for more than one year and is only half of what is done in the scholarship office. The website located at: [scholarships@usu.edu](mailto:scholarships@usu.edu) is a great resource for students, faculty and parents. Last year there were more than 12,543 students receiving scholarships and students can receive more than one scholarship. Stipends are now called non-qualified scholarships. This scholarship is working much better than a stipend. The number of individuals who can "touch" the money or student accounts has now been decreased to four and they are using ServiceNow to help gather information that is needed. Susan Barrus is the departmental contact so she can be reached for any questions or concerns. Send out one-page description. If you have scholarships in your department make sure that whomever is rewarding and reviewing them are FERPA trained. No one should be working in student services without that training and ensure that whoever is providing the funding for the scholarship has nothing to do with the awarding.

*Motion to approve the Scholarship Advisory Board Annual Report made by Jeanette Morton.*

*Seconded by Becky Blais. Report approved.*

### **New Business**

#### **Annual Review Procedures - Ronda Callister**

This went through last year, however, it was not approved through the Executive Committee so it is being brought back to Faculty Senate to see where we go from here. Next step should be to meet with the deans and talk with the executive council to let them know what we are trying to accomplish. Continue conversations and see what can be done and raise awareness regarding faculty governance. It may be uncomfortable for deans and DHs to be held to timeframes. If there are not concise rules and specifications, there really is no change. Set up a two-way conversation to raise this awareness. Faculty Senate will send a letter to all deans and department heads to let them know that this is what needs to be changed/updated in the process/procedure. Once a meeting is held with the Executive Committee then we will move forward and inform the faculty of the change.

**Adjourn at 3:55**

## **Budget and Faculty Welfare Committee Spring 2017 Summary Report**

Diane Calloway-Graham, Chair, Sociology, Social Work, & Anthropology  
Michael Pate, Agriculture/Applied Sciences  
Marissa Vigneault, Arts  
Allison Cook, Business  
Dale Wagner, Education & Human Services  
Koushik Chakraborty, Engineering  
Chris Monz, Natural Resources  
Bob Brown, Science  
Carol Kochan, Libraries  
Shawn Olsen, Extension  
David Law, Regional Campuses  
Lisa Gabbert, Senate  
Scott Henrie, Senate  
Ralph Meyer, Senate

### **Responsibilities of the BFW Committee**

The duties of the Budget and Faculty Welfare Committee are to (1) participate in the budget preparation process, (2) periodically evaluate and report to the Senate on matters relating to faculty salaries, insurance programs, retirement benefits, sabbatical leaves, consulting policies, and other faculty benefits; (3) review the financial and budgetary implications of proposals for changes in academic degrees and programs, and report to the Senate prior to Senate action relating to such proposals; and (4) report to the Senate significant fiscal and budgetary trends which may affect the academic programs of the University. ([Policy 402.12.4](#) )

### **Meetings and Discussions of the BFW Committee**

This report covers the activities of the BFW committee for the Fall 2016.

Meeting: September 2, 2016 with Provost Noelle Cockett regarding the FLSA (Fair Labor Standards Act) and changes that become effective December 1 that impact about 500 of our USU employees. Meeting was held in Champ Hall Conference Room Old Main 136.

Committee Members Present at Meeting: Diane Calloway-Graham, Michael Pate, Marissa Vigneault, Allison Cook, Dale Wagner, Christopher Monz, Bob Brown, Carol Kochan, Shawn Olsen, David Law, Lisa Gabbert, and Ralph Meyer.

Agenda: (1) Recent Revisions to the FLSA Overtime Regulations, (2) What the Changes Mean for USU, and (3) How Post Doc's are Affected

Discussion: A power point was presented. The status of exempt and non-exempt was discussed and how this impacts employees of the University. In some ways this is a morale issue in reference to how employees are paid and how they document their time. Department Heads and employees have been informed of changes. Department Heads have a list of employees that are impacted by this and it is the supervisor's responsibility to talk with them.

Respectfully submitted,

Diane Calloway-Graham, BFW Chair

## **Report from the Educational Policies Committee January 13, 2017**

The Educational Policies Committee (EPC) met on January 12, 2017. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page ([www.usu.edu/epc](http://www.usu.edu/epc)).

During the January 12, 2017 meeting of the Educational Policies Committee, the following actions were taken.

1. Approval of the report from the Curriculum Subcommittee meeting of January 12, 2017 which included the following actions:
  - The Curriculum Subcommittee approved 38 requests for course actions.
  - A request from the School Applied Sciences, Technology and Education in the College of Agriculture and Applied Sciences to offer a Bachelor of Science in Technology Systems was approved.
  - A request from the Department of Animal, Dairy and Veterinary Science in the College of Agriculture and Applied Sciences to offer a Minor in Equine Assisted Activities and Therapies was approved.
  - A request from the Department of Instructional Technology and Learning Sciences in the Emma Eccles Jones College of Education and Human Services to change the name of the Master of Learning Technology and Instructional Design to Master of Arts in Instruction Technology and Learning was approved.
  - A request from the Department of Psychology in the Emma Eccles Jones College of Education and Human Services to restructure the EAPS specialization into four new specializations: Behavior Analysis, Brain and Cognition, Quantitative Psychology and Sociobehavioral Epidemiology was approved.
  - A request from the Department of Mathematics and Statistics in the College of Science to offer a Master's Degree in Data Analytics was approved.
2. There was no December report from the General Education Subcommittee.
3. There was no December report from the Academics Standards Subcommittee.

## Existing Code

### 405.12 REVIEW OF FACULTY

#### 12.1 Annual Review of Faculty

Each department shall establish procedures by which all faculty shall be reviewed annually. This evaluation shall review the work of each faculty member in a manner and frequency consistent with accreditation standards. In the case of tenured faculty, this evaluation shall encompass a multi-year window of performance that covers a five-year span. Such reviews shall, at a minimum, incorporate an analysis of the fulfillment of the role statement. The basic standard for appraisal shall be whether the faculty member under review discharges conscientiously and with professional competence the duties appropriately associated with his or her position. The department head or supervisor shall meet with the faculty member annually to review this analysis of the fulfillment of the role statement and, subsequently, provide a written report of this review to the faculty member. A copy of this report shall be sent to the academic dean or vice president for extension, and, where appropriate, chancellor or regional campus dean. The annual evaluation and recommendation letter by the department head or supervisor developed for tenure-eligible faculty as part of the promotion and tenure process (405.7.1 (3)) may not serve as a substitute for this annual review letter for salary adjustment. For faculty with term appointments, the annual review shall also include a recommendation regarding renewal of the term appointment.

## Proposed Code

### 12.1 Annual Review of Faculty

The faculty (as defined in 401.3 and 401.4) and department head of each department shall **work together to** establish procedures by which all faculty shall be reviewed annually. During fall, semester in preparation for spring annual reviews, procedures will **These procedures must be agreed upon by majority vote by of the department faculty, at minimum once every three years. If the procedures do not pass the majority vote, the department faculty must establish new procedures before the next annual reviews begin. This** ~~The evaluation shall review the work of each faculty member in a manner and frequency consistent with accreditation standards. In the case of tenured faculty, t~~his evaluation shall encompass a multi-year window of performance that covers a five-year span (to meet the requirements of post-tenure review for tenured faculty). Such reviews shall, at a minimum, incorporate an analysis of the fulfillment of the role statement. The basic standard for appraisal shall be whether the faculty member under review discharges conscientiously and with professional competence the duties appropriately associated with his or her position.

The department head or supervisor shall meet with the faculty member annually to review this analysis of the fulfillment of the role statement and, subsequently, provide a written report of this review to the faculty member. A copy of this report shall be sent to the academic dean or vice president for extension, and, where appropriate, chancellor or regional campus dean. The annual evaluation and

recommendation letter by the department head or supervisor developed for tenure-eligible faculty as part of the promotion and tenure process (405.7.1 (3)) may not serve as a substitute for this annual review letter for salary adjustment. For faculty with term appointments, the annual review shall also include a recommendation regarding renewal of the term appointment.